



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 5
77 WEST JACKSON BOULEVARD
CHICAGO, IL 60604-3590

REPLY TO THE ATTENTION OF:

MEMORANDUM

Subject: Work Assignment Manager (WAM) Designation

From: *James Willis*
James Willis, MCC-10J
Contracting Officer

To: *Shelia Sullivan, HSRM-6J*
Work Assignment Manager/RPM

I have approved your nomination as a Work Assignment Manager for the work assignment indicated on the attached form. Please keep a copy of the form in your work assignment files.

If you have any questions regarding the attached, associated responsibilities, the contract statement of work, contract clauses, whatever....., call me at 6-5858.

US EPA RECORDS CENTER REGION 5



399097



**Designation and Appointment of Project Officer/
Work Assignment Manager/Delivery Order Officer**
(For Other Than Small Purchases)

Note: This form is not a Contracting Officer warrant. Delivery Order Officers and Administrative Delivery Order Officers require a warrant of Contracting Officer authority. Any request for a Delivery Order Officer warrant must be accompanied by the additional information required in Chapter 8 of the Contracts Management Manual.

1a. Name of Nominee Sullivan, Sheila		b. Title Remedial Project Manager																
c. Organization WFO, CSF, RENE MS/OH Section II	d. Mail Code HSRM-6J	e. Telephone 886-5251	f. Years of Contract Experience 2															
2. The nomination is for: <input type="checkbox"/> Project Officer <input checked="" type="checkbox"/> Work Assignment Manager <input type="checkbox"/> Delivery Order Officer <input type="checkbox"/> Administrative Delivery Order Officer <input type="checkbox"/> Delivery Order Project Officer		3. The Nominee Has: <table border="1"><thead><tr><th></th><th>Yes</th><th>No</th></tr></thead><tbody><tr><td>a. Completed the basic Project Officer Course</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>b. Completed the Contract Administration Course</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>c. Incorporated appropriate contract management criteria in position description and performance standard. (If criteria have not been incorporated, they must be incorporated within 30 days of appointment.)</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>d. If the nominee has not completed the basic Project Officer Course or the Contract Administration Course, has a waiver or interim certification been provided</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> <i>If the answer to items a, b, or c is "No," or the answer to item d is "No," attach an explanation.)</i>			Yes	No	a. Completed the basic Project Officer Course	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Completed the Contract Administration Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. Incorporated appropriate contract management criteria in position description and performance standard. (If criteria have not been incorporated, they must be incorporated within 30 days of appointment.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. If the nominee has not completed the basic Project Officer Course or the Contract Administration Course, has a waiver or interim certification been provided	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No																
a. Completed the basic Project Officer Course	<input type="checkbox"/>	<input checked="" type="checkbox"/>																
b. Completed the Contract Administration Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>																
c. Incorporated appropriate contract management criteria in position description and performance standard. (If criteria have not been incorporated, they must be incorporated within 30 days of appointment.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>																
d. If the nominee has not completed the basic Project Officer Course or the Contract Administration Course, has a waiver or interim certification been provided	<input type="checkbox"/>	<input type="checkbox"/>																

4. Estimated Dollar Amount of Contract, Work Assignment, or Delivery Order

~~445,000~~ 862,823

5. Nomination is for (Check one):

☐ a new contract, work assignment, or delivery order entitled _____

☒ a change in the Project Officer, Work Assignment Manager, or Delivery Order Officer on Contract No. ARCS-WWS 68-W3-0079

(if applicable, the work assignment no./delivery order no. is 04-5173.)

Certification

The undersigned nominee and requesting official certify that the designation of this nominee complies with the workload limitations and other requirements set forth in Chapter 7 of the Contracts Management Manual.

6a. Signature of Nominee Sheila A. Sullivan		b. Date 3/26/92
7a. Signature of Requesting Official (Division Director or Higher) David A. Ullrich	b. Name and Title David A. Ullrich Director, Waste Management Division	c. Date: 4/10/92
8a. Signature of Approval Official (Contracts Organization) James Willis	b. Name and Title Contracting Officer, ARCS-WWS	c. Date: 6-2-92